

Administrative Procedures Manual



United States Bankruptcy Court
Western District of Kentucky

(Updated August 17th , 2015)

Table of Contents

Introduction and Message from the Clerk of Court.....	<u>3</u>
Section 1 - Clerk's Office Information.	<u>4</u>
1.1 Official Address of the U.S. Bankruptcy Court-Western District of Kentucky	<u>4</u>
1.2 Business Hours	<u>4</u>
1.3 Emergency Filings, Late or After-hours Filings, Filings by FAX	<u>4</u>
1.4 Emergency Requests for Bankruptcy Copies by Facsimile.....	<u>4</u>
1.5 Telephone Numbers for the Clerk's Office and Chambers.	<u>4</u>
1.6 Geographical Divisions - Counties Included in Each Division.....	<u>5</u>
1.7 Other Resources Available.	<u>6</u>
Section 2 - Filing Requirements.	<u>7</u>
2.1 General Filing Requirements	<u>7</u>
2.2 Dissemination of the Chapter 13 Plan.	<u>7</u>
2.3 Exhibits.	<u>8</u>
2.4 Adversary Proceedings.	<u>9</u>
2.5 Release of Unclaimed Funds.	<u>10</u>
2.6 Registry Funds.....	<u>11</u>
2.7 Sealed Documents.	<u>12</u>
2.8 Pro Hac Vice Motions	<u>13</u>
Section 3 - Electronic Filing.	<u>13</u>
3.1 Eligibility, Registration and Passwords for Electronic Filing.....	<u>13</u>
3.2 Entry of Court Orders.	<u>13</u>
3.3 Electronic Signatures.....	<u>13</u>
3.4 Notice of Court Orders and Judgments.	<u>14</u>
3.5 Technical Failures.	<u>14</u>
3.6 Public Access.....	<u>14</u>
3.7 Public Computer Terminal.....	<u>15</u>
Section 4 - Listing of Service Addresses.....	<u>16</u>
4.1 United States Agencies.	<u>16</u>
4.2 Address for U. S. Attorney - WDKY.....	<u>17</u>
4.3 For Federal Agencies not Listed Above	<u>17</u>
4.4 For State and Other Agencies not Listed Above.	<u>17</u>
Section 5 - The "Flat Fee" in Chapter 13 Cases.	<u>18</u>
5.1 The Amount of the "Flat Fee".	<u>18</u>
5.2 Services and Responsibilities Covered by the "Flat Fee".	<u>18</u>
5.3 Services and Responsibilities Not Covered by the "Flat Fee".	<u>18</u>
Section 6 - Local Forms Index.....	<u>19</u>
Section 7 - Attorney Quick Reference Guide.	<u>21</u>

Introduction and Message from the Clerk of Court

It is our hope that the following Administrative Manual will serve your needs in knowing how to file papers, documents and pleadings. In 2008, the Local Rules Committee agreed that much of the content of our Local Rules was administrative in nature and that to separate the actual rules from the administrative guidance would be very helpful. For one, it would allow the Clerk's Office to make changes and updates more readily than during the normal cycle for revision of Local Rules. It also becomes a "text" of sorts for practicing attorneys and their assistants. We encourage you and your staff to use the Administrative Manual to guide you in your practice and welcome any ideas you might have for improving its content.

Diane S. Robl, Esq.
Clerk of the United States Bankruptcy Court
Western District of Kentucky
502-627-5700

Section 1 - Clerk's Office Information

1.1 Official Address of the U.S. Bankruptcy Court-Western District of Kentucky

All petitions, pleadings, and claims in bankruptcy proceedings must be filed with the:
Clerk of the Bankruptcy Court
Gene Snyder Courthouse
601 W. Broadway, Suite 450
Louisville, Kentucky 40202-2264

1.2 Business Hours

- (a) The Bankruptcy Court is open to the public from 8:30 a.m. to 4:30 p.m., Eastern Standard Time, Monday through Friday.
- (b) The Court is closed on all [federal holidays](#).
- (c) The Court may close due to inclement weather or other circumstances and will provide notification on the Court's voice-mail.
- (d) The Case Management Electronic Filing System (CM/ECF) is available 24 hours a day, 7 days a week. Scheduled outages for this system are announced both on the Court's website at www.kywb.uscourts.gov and on the Systems News section of the CM/ECF login in screen.

1.3 Emergency Filings, Late or After-hours Filings, Filings by FAX (*For Motions for Emergency/Expedited Relief see Local Rule 7007-1(b)*)

- (a) In the event of technical problems with CM/ECF, the filer must contact the Clerk's office at (502) 627-5700 to request permission to file by alternative method.
- (b) The Clerk's office will direct the method that is most efficient.

1.4 Emergency Requests for Bankruptcy Copies by Facsimile

- (a) All documents are available on PACER. For very unusual and rare circumstances permission may be given to send copies by facsimile.
- (b) Copies of filings to be sent by facsimile must be approved in advance by the Clerk of Court or designee.
- (c) Copies of filings to be sent by facsimile may require advance payment of a fee as imposed in the [Bankruptcy Fee Schedule](#).

1.5 Telephone Numbers for the Clerk's Office and Chambers

Customer Service	(502) 627-5700
Multi Court Voice Case Information System (McVCIS)	(866) 222-8029
PACER Service Center	(800) 676-6856
Clerk's Office	(502) 627-5700
Clerk of Court/Chief Deputy Clerk	(502) 627-5700
Operations Manager	(502) 627-5700
Courtroom Services	(502) 627-5600
Space & Facilities Manager	(502) 627-5775
Adversary Proceedings	(502) 627-5700
Case Management Teams - All Divisions	(502) 627-5700

CHAMBERS:

Chief Judge Thomas H. Fulton

Judge Joan A. Lloyd

Judge Alan C. Stout

(502) 627-5550

(502) 627-5525

(502) 627-5575

1.6 Geographical Divisions - Counties Included in Each Division



Division 1 - Bowling Green

Adair
Allen
Barren
Butler
Casey
Clinton
Cumberland
Edmonson
Green

Hart
Logan
Metcalf
Monroe
Russell
Simpson
Taylor
Todd
Warren

Division 3 - Louisville

Breckinridge
Bullitt
Hardin
Jefferson
Larue
Marion

Meade
Nelson
Oldham
Spencer
Washington

Division 4 - Owensboro

Daviess
Grayson
Hancock
Henderson
Hopkins

McLean
Muhlenberg
Ohio
Union
Webster

Division 5 - Paducah

Ballard
Caldwell
Calloway
Carlisle
Christian
Crittenden
Fulton

Graves
Hickman
Livingston
Lyon
McCracken
Marshall
Trigg

1.7 Other Resources Available

A number of additional resources are available to supplement the Clerk's Office Administrative Manual. A link has been provided below to each of these sites.

- ☛ [Local Rules for the Western District of Kentucky](#)
- ☛ [Joint Civil Local Rules](#)
- ☛ [General Filing Requirement Information](#)
- ☛ [Pro Se Resources](#)
- ☛ [Guide to Filing Bankruptcy without an Attorney](#)
- ☛ [Attorney Quick Reference Guide](#)
- ☛ [U.S. Trustee website](#)
- ☛ [Chapter 13 Trustee website](#)

Section 2 - Filing Requirements

2.1 General Filing Requirements

All pleadings and other papers filed in a case must adhere to the following requirements:

- (a) All petitions must be typewritten.
- (b) All petitions and pleadings including proposed orders must include the name, telephone number, and address of the filer and all parties whose signature is represented on the document aligned with the left side of the page.
- (c) All petitions and pleadings must comply with [Fed.R.Bankr.P. 9037](#) regarding privacy protection for filings made with the Court.
- (d) All petitions, statements of affairs and schedules must:
 - (1) be filed within fourteen (14) days of their execution; or
 - (2) a properly executed amendment must be filed indicating the changes - if any - that have occurred between the date of execution and the date of filing.
- (e) An original of the [petition, lists, schedules and statements](#) under the selected chapter of the Bankruptcy Code must be filed.
- (f) A [matrix of creditors](#) in the form prescribed by the Clerk must be filed.
- (g) All motions, pleadings, proofs of claim and other related matters shall be presented for filing on one-sided pages using white, opaque paper of good quality, 8 ½ X 11 inches in size. Documents should be presented for filing on flat, unfolded paper which is firmly bound at the top by paper clip - not staples. Copies to be returned may be bound with staples.
- (h) All motions must state the grounds for the relief requested and must include a separate proposed order with sufficient space to accommodate the Judges signature.
- (i) The Clerk's office has developed a [Quick Reference Guide](#) for attorneys which lists pleadings that have additional filing requirements located in Section 7 of this manual. This chart also lists the ECF category and specific event to use when docketing the pleading and explains the specific procedures that the Court will take when that document is filed.
- (j) Filing fees for documents and new bankruptcy cases are due immediately upon filing unless otherwise ordered by the Court. Failure to pay fees for electronically-filed documents within 24 hours of filing may result in suspension of the filer's account, dismissal of the bankruptcy case, and/or the entry of an Order striking the document for which the fee has not been paid.
- (k) **Effective April 1, 2015**, this Court will require the payment of \$75.00 upon the filing of any petition unless the debtor has submitted an application for in forma pauperis status. The remaining filing fee may be paid in installments with an application to pay in installments being filed. Failure to pay any portion of the required fee in a timely fashion will result in dismissal of the case.
- (l) In Chapter 11 cases, applications for compensation filed by attorneys and their firms must include professional biographies for all professionals requesting payment.
- (m) **Effective March 1, 2015**, an Affidavit of Necessity will be required for confirmation in any Judge Lloyd Chapter 13 case in which the debtor's monthly telecommunication expense (telephone, cell phone, internet, satellite and cable services) equals or exceeds 5% of net income. This Affidavit should be docketed separately no less than 7 days prior to the scheduled 341 meeting.

2.2 Dissemination of the Chapter 13 Plan

- (a) The attorney for the debtor must mail copies of the plan to all scheduled creditors.
- (b) Copies of the plan must be mailed no later than fourteen (14) days after the case is filed.
- (c) The attorney for the debtor must certify to the Court that the plan has been mailed within seven (7) days of the mailing.
- (d) Debtor's counsel must include with or on the plan a statement that substantially conforms to the following:

"The above-named debtor(s) has/have filed a Chapter 13 petition in the U.S. Bankruptcy Court for the Western District of Kentucky. If you have not received notice of the filing, you will receive notice within a few days."

2.3 Exhibits

Unless otherwise ordered by the Court, all exhibits must be filed electronically.

- (a) **Uniform Designation**

Proposed exhibits, including those appended to requests for admission, interrogatories and depositions, as well as those to be utilized during trial, or hearing, shall be uniformly identified during all phases of the case.

- (b) **Method of Designation**

All trial exhibits must be marked as follows:

- (1) Joint exhibits shall be marked "JX" and numbered;
- (2) Plaintiff's exhibits shall be marked "PX" and numbered;
- (3) Defendant's exhibits shall be marked "DX" and numbered;
- (4) Third-party exhibits shall be marked "TPX" and numbered.
- (5) For proceedings involving multiple plaintiffs or multiple defendants - the identification of each exhibit must include:
 - (A) the surname of the individual plaintiff or defendant; or
 - (B) the corporate name of the plaintiff or defendant.

- (c) **Advance Marking**

All exhibits must be marked for identification purposes prior to trial or hearing. Blank labels are available upon request from the Clerk.

- (d) **List of Exhibits**

Each party must tender to the Court at least fourteen (14) days before a trial of an adversary proceeding or other evidentiary hearing a list of all exhibits the party intends to utilize at trial. The list must include the pre-marked number and a short description of the exhibit.

- (e) **Required Copies**

Three copies of each document or written exhibit to be tendered during trial or hearing must be filed with the Clerk's office at least seven (7) days before the trial or evidentiary hearing. These copies are in addition to the original exhibits that should be filed in the Court's electronic filing system. Required copies should be clearly marked as a "Copy" and should indicate the document number(s) which correspond(s) to the electronic version of the document on the Court's docket sheet.

- (f) **Disposition of Exhibits (including exhibits to Depositions)**

If any exhibits remain in the custody of the Clerk within three (3) months after the entry of a final order or following a mandate from the Court of Appeals, the Clerk will direct counsel of record to retrieve all exhibits filed. If the exhibits are not claimed within two weeks after notice to counsel of record to retrieve all exhibits filed by them, the Clerk may destroy those

exhibits.

(g) Exhibits Filed in Court Hearings

Any exhibit introduced in Court that could not be filed electronically prior to the hearing should be filed electronically immediately upon conclusion of the hearing. These exhibits will not be docketed by Court staff unless specifically directed by the Judge.

2.4 Adversary Proceedings

(a) Adversary Proceeding Cover Sheet

If a complaint is not electronically filed, then an [Adversary Proceeding Cover Sheet, \(Form 104\)](#) must be completed and filed with each complaint. Notwithstanding the instructions contained on the cover sheet, more than one block may be checked specifying the nature of the suit.

(b) Service of Complaint, Scheduling Order and Summons

If a complaint is not electronically filed, the Clerk will issue a copy of the summons and scheduling order to the plaintiff's attorney for service by mail. A copy of the complaint and scheduling order shall be served with the summons within fourteen (14) days from the date of issue.

(c) Caption of the Complaint

The caption of all complaints must indicate the nature of the suit. Complaints objecting to the discharge of the debtor shall bear the specific caption "Complaint Objecting to Discharge."

(d) Entry of Default by the Clerk - Fed. R. Bank. P. 7055 (a)

The entry of default by the Clerk precedes the issuance of a default judgment. Default is essentially a notation on the docket that the defendant has failed to plead or defend in a case as required by law. The Clerk is permitted to enter a default only upon being presented with an affidavit or affirmation setting forth the following facts:

1. date of issuance of the summons;
2. statement of whether the court fixed a deadline for the filing of an answer or motion, or whether the 30 (or 35) day limit applies;
3. date of service of the complaint;
4. date of filing of affidavit of service;
5. statement that no answer or motion has been received within the time limit fixed by the court or by [Fed. R. Bank. P. 7012\(a\)](#);
6. statement that the defendant is not in the military service, as required by [50 U.S.C. app. §520](#); and
7. statement that the defendant is not an infant or incompetent person, as required by [Fed. R. Civ. P. 55\(b\)\(1\)](#).

(e) Default Judgment Entered by the Clerk - Fed. R. Bank. P. 7055(b)(1)

Once a default has been entered, the plaintiff may seek a default judgment. The Clerk is required to enter a judgment by default on request of the plaintiff, and upon affidavit of the amount due, if the conditions of [Fed. R. Civ. P. 55\(b\)\(1\)](#) are met. The conditions in [Fed. R. Civ. P. 55\(b\)\(1\)](#) are that the:

1. Plaintiff's claim is for a sum certain, or for a sum which can be made certain by computation;
2. Defendant is in default for failure to appear (an Entry of Default has been entered by the Clerk in the case); and

3. Defendant is not an infant or incompetent person, nor in the military service. [50 U.S.C. app. §520](#)

A sum certain under the rule means an amount that can be fixed by simple calculation or that can be set by documentation, such as an invoice or contract. It does not refer to a mere claim by a party for a specific amount, such as a multi-million dollar claim for damages.

(f) Default Judgment Entered by the Court - Fed. R. Bank. P. 7055(b)(2)

In circumstances other than those specified in [Fed. R. Civ. P. 55\(b\)\(1\)](#), including when a defendant who served an answer or motion fails to appear at a court hearing, [Fed. R. Civ. P. 55\(b\)\(2\)](#) requires that the default judgment must be entered by a Judge by filing a motion and tendered order subject to the following provisions:

1. No judgment by default may be entered against an infant or incompetent person unless that person is represented in the action by a general guardian, committee, conservator, or other such representative;
2. No judgment by default may be entered unless the plaintiff files an affidavit that the defendant is not in military service as required by [50 U.S.C. app. §520](#);
3. If the party against whom a default judgment is sought, or the party's representative has appeared in the action, the party or the party's representative must be given written notice at least three days prior to the hearing on the motion; and
4. If the court finds it necessary to investigate any matter, to determine the amount of damages, or to establish the truth of any averment, the court may conduct any hearings as it deems necessary and proper.

Entry of Default by the Clerk (as described in **Section 2.4(d)** above) is not required in order for a party to file a motion for default judgment to be entered by the Court.

2.5 Release of Unclaimed Funds

All unclaimed funds paid into the Court pursuant to [11 U.S.C. § 347\(a\)](#) are deposited into the United States Treasury. The release of these funds requires the following:

(a) Motion to Withdraw and Disburse Funds

The claimant/filer must submit a [Motion to Disburse Unclaimed Monies, Local Form K](#) and a proposed order to the Clerk which includes:

(1) Creditor Information

The name, address, telephone number and a brief history of the creditor, who originally filed the proof of claim. In the history, include information from the time of filing of the claim to the present, and state the reason the funds were not deliverable at the time of the original distribution;

(2) Assignment of the Claim Information

Whether the claim has been assigned to the claimant/filer, and, if so, attach copies of all documents of the assignment; and

(3) Other Interests in the Funds

Whether or not the claimant/filer believes that any other party may be entitled to the funds; identify the party and state the reason for the other interest.

(b) Service

Serve the motion, including a certificate of service, upon the U.S. Attorney at the following address:

Office of the U. S. Attorney
Western District of Kentucky
717 W. Broadway
Louisville, KY 40202

(c) Proof of Identification

Prove the claimant's identity through at least one of the following methods:

- (1)** If the claimant appears in person provide a birth certificate, unexpired passport, valid driver's license, or original social security card.
- (2)** If the claimant does not appear in person attach to the motion an affidavit with the certificate and seal of a notary public who has examined the documents presented by the claimant/filer to establish identity. Copies of those documents used to establish identity such as a birth certificate, unexpired passport, valid driver's license, or original social security card may be attached to the affidavit. In order to safeguard personal identifiers, the Clerk may seal from the record any supporting documentation to establish identity.
- (3)** A corporate representative appearing for the corporation must attach to the motion an affidavit of the Chief Executive Officer that such representative is a duly authorized representative of the corporation. If the creditor/claimant is a successor corporation, documents establishing the chain of ownership of the original corporate claimant must be provided as proof of entitlement to the unclaimed funds. If applicable, proof of sale of the company, new and prior owners, and a copy of the terms of any purchase agreement or stipulation by prior and new owners of right of ownership to the unclaimed funds must be provided. Copies of all documents evidencing assignment must be appended to the motion.
- (4)** If the claimant is represented by an attorney duly admitted to practice law in this District, the attorney verifies the claimant's identity.
- (5)** A representative of a deceased creditor/claimant shall provide certified copies of all probate documents to substantiate the representative's right to act on behalf of the decedent's estate.

(d) Additional Proof of Identity/Entitlement to Funds

Additional proof of identity or proof of entitlement to funds may be requested by the Clerk's office or Court.

(e) Payments Jointly Made to Claimant and Attorney

Any payment made to a claimant represented by an attorney will be issued in the name of the claimant and will be mailed to the attorney in care of the claimant unless otherwise ordered by the Court.

(f) Corporations May Request Unclaimed Funds Without Local Representation

For the purpose of filing a request to recover unclaimed funds, a corporation can make the request on a *pro se* basis.

(g) Locator Services Must be Represented by Local Counsel

Unless represented by an attorney duly admitted to practice law in this District, locator services may not file requests for release of unclaimed funds on behalf of creditors.

2.6 Registry Funds

(a) Deposit

The deposit of any money into the registry of the Court shall be directed by Court Order. Negotiable instruments tendered for deposit shall be made payable to "Clerk, U.S. Bankruptcy Court" and are accepted subject to collection. Deposited funds shall be invested by the Clerk in accordance with the terms of the court order which shall include:

- (1)** the name, address and telephone number of the person or other entity paying the money into the registry of the Court;
- (2)** the sum of money to be invested and date the money is to be paid into the Court;

- (3) directions that the funds be deposited by the Clerk in an interest-bearing account in the registry of the Court pursuant to [28 U.S.C. §2041](#); and
- (4) directions that the Clerk shall deduct from the income earned on the investment a fee, not exceeding that authorized by the Judicial Conference of the United States and set by the Director of the Administrative Office at 10 percent (10%) of the income earned on the investment, whenever such income becomes available for deduction in the investment so held and without further Court Order.

(b) Withdrawal

The withdrawal of funds in the registry of the Court shall be in accordance with a Court Order. Any Order authorizing disbursement from the registry shall include:

- (1) the payee's name;
- (2) address;
- (3) tax I.D. number; and
- (4) the dollar amount to be paid.

2.7 Sealed Documents

(a) Prior Approval

Documents may only be filed under seal with Court approval or after the entry of an Order in the case.

(b) Sealed Documents Filed Electronically

Unless otherwise ordered, sealed documents must be filed with the Court electronically using the "Sealed Document - Requires Prior Court Order" event located under the Miscellaneous category.

2.8 Pro Hac Vice Motions

[U.S. District Court's Joint Civil Local Rule 83.2](#) applies including payment of the [prescribed fee](#). The U.S. District Court receipt number is required when docketing this event. Please contact the District Court at (502) 625-3500 for information regarding the payment of this fee.

Section 3 - Electronic Filing

3.1 Eligibility, Registration and Passwords for Electronic Filing

(a) **Eligibility**

Attorneys admitted to the bar of this Court, including those admitted *pro hac vice*, private trustees, U.S. trustees and their assistants, and others as the Court deems appropriate, may register as filers of CM/ECF by submitting an **Electronic Registration Form, [Local Form D](#)**.

(b) **Creditors Not Represented**

Creditors who are not represented by counsel may register as filers of CM/ECF for the sole purpose of filing claims, notice of transferred claims, reaffirmation agreements, requests to receive notices and withdrawal of claim by submitting an **Limited User Electronic Registration Form, [Local Form C](#)**.

(c) **Consent to Electronic Notice and Service**

Issuance of a password granting access to CM/ECF constitutes express consent by the filer to electronic notice and service, except with regard to service of a summons and complaint under [Fed.R.Bankr.P. 7004](#). Consent to electronic notice applies to notice of the entry of an order or judgment under [Fed.R.Bankr.P. 9022](#).

(d) **Duty to Protect Electronic Filing Password**

Upon completion of the application to register as a filer, the Court will e-mail a log-in name and unique password for use exclusively by the filer and his/her designee. Filers agree to protect the security of their passwords and immediately notify the Clerk if they learn that their passwords have been compromised. Filers may be subject to sanctions for failure to adequately protect their passwords.

(e) **Maintenance of E-mail Addresses**

At all times, filers must maintain their current e-mail addresses in their CM/ECF account.

3.2 Entry of Court Orders

(a) **Entry on the Docket**

All orders, decrees, judgments, and proceedings of the Court will be filed in accordance with these rules, which will constitute entry on the docket. All signed orders will be filed electronically by the Court or court personnel.

(b) **Effect of Electronically Signed Orders**

Any order entered electronically with a representation of the Judge's signature has the same force and effect as if the Judge had affixed the Judge's signature to a paper copy of the order.

3.3 Electronic Signatures

(a) **Signature for Purposes of Rule 9011**

The filer log-in and password required to submit documents to CM/ECF also serve as a signature for purposes of [Fed.R.Bankr. P. 9011](#), the Local Rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court.

(b) **Requirements for Signature Block**

Electronically filed documents must include a signature block which includes:

- (1) the name;
- (2) address; and
- (3) telephone number of the filer.
- (c) **Requirement of “/S” to Denote Signature**
The name of the filer under whose log-in and password the document is submitted must be preceded by a “/s” and typed in the space where the signature would otherwise appear.
- (d) **Unauthorized Use of Filer Password**
No filer or other person may knowingly permit or cause to permit a filer's password to be used by anyone other than an authorized agent of the filer.

3.4 Notice of Court Orders and Judgments

- (a) **Requirements for Notice and Service by Clerk**
Immediately upon the entry of an Order or Judgment in CM/ECF, the Clerk will transmit to filers in the case, in electronic form, a notice of electronic filing which constitutes the notice required by [Fed.R.Bankr.P. 9022](#).
- (b) **Notice and Service by Clerk for Non-Electronic Filers**
The Clerk must give notice to a person who has not consented to electronic service in paper form in accordance with the [Federal Rules of Bankruptcy Procedure](#).
- (c) **Notices to Debtors**
The Clerk shall only serve orders to a debtor that gives notice required under [Fed.R.Bankr.P. 2002](#), which includes but is not limited to the following:
 - (1) orders setting a hearing;
 - (2) orders of dismissal and conversion;
 - (3) orders of discharge; and
 - (4) orders of confirmation.

3.5 Technical Failures

A filer whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court through a motion and order, except in the case of filing a Notice of Appeal or Dischargeability Complaint.

3.6 Public Access

- (a) **Electronic Access to Court Information**
Any person or organization may access CM/ECF at the Court's Internet site at www.kywb.uscourts.gov after obtaining a PACER log-in and password.
- (b) **Limitations to Electronic Access to Court Information**
Those who have PACER access but who are not filers may retrieve docket sheets and documents, but they may not file documents.
- (c) **Transcripts and Exhibits**
All transcripts and exhibits must be filed electronically unless impractical. Filers shall contact the Court for alternate filing instructions for voluminous exhibits.

(d) Prohibition against Use of Information Inconsistent with Privacy

Information posted on CM/ECF must not be downloaded for uses inconsistent with the [privacy concerns](#) of any person.

3.7 Public Computer Terminal

A computer terminal is available in the Customer Service area of the Louisville office - Room 450
- of the Clerk's Office for electronic filing by filers.

Section 4 - Listing of Service Addresses

4.1 United States Agencies

If a debt is owed to the United States, other than for taxes, notice must be mailed to the department, agency or instrumentality of the United States through which the debtor became indebted. The following governmental units have specified addresses for bankruptcy noticing purposes pursuant to Federal Rule of Bankruptcy Procedure 5003(e):

Internal Revenue Service P.O. Box 7346 Philadelphia, PA 19101-7346	Social Security Administration Office of the General Counsel, Region IV 61 Forsyth Street, SW, Suite 20T45 Atlanta, GA 30303
U. S. Small Business Administration Tennessee District Office 2 International Plaza, Ste. 500 Nashville TN 37217-2002	Veterans Administration Centralized Accounts Receivable Section P. O. Box 11930 St. Paul, MN 55111
U. S. Army Corps of Engineers 600 Dr. Martin Luther King, Jr. Place P. O. Box 59 Louisville, KY 40202	U. S. Dept. of Labor - Mine Safety and Health Civil Penalty Compliance Office Attn: Compliance Officer 1100 Wilson Blvd., 25 th Floor Arlington, VA 22209-2296
U. S. Dept. of Housing and Urban Development Attn: Chief Counsel 601 West Broadway, Room 110 Louisville, KY 40202	Defense Finance & Accounting Service Office of General Counsel 8899 E. 56 th St. Indianapolis, IN 46249-0160
<i>(for farm loans, ASCS & CCC - County Office where loan originated)</i> Farm Service Agency f/k/a Farmers Home Administration U. S. Dept. of Agriculture Attn: State Executive Director 771 Corporate Dr., Suite 100 Lexington, KY 40503	<i>(for rural housing loans)</i> Rural Economic & Community Development Services f/k/a Farmers Home Administration U. S. Dept. of Agriculture Attn: State Executive Director 771 Corporate Dr., Suite 200 Lexington, KY 40503
<i>For general bankruptcy mail:</i> U.S. Department of Education Educational Credit Management Corp. PO Box 16408 St. Paul MN 55116	<i>For contested matters and adversary proceedings:</i> Education Department Office of General Counsel 400 Maryland Ave. SW, Rm. 6E353 Washington DC 20202

4.2 Address for U. S. Attorney - WDKY

For the Western District of Kentucky, notice shall be served on the U. S. Attorney at:

Office of the U. S. Attorney

Western District of Kentucky

For: (name of the agency through which the debtor became indebted)

717 West Broadway

Louisville, KY 40202

4.3 For Federal Agencies not Listed Above

- (a) For any federal agency not listed, serve the U.S. Attorney for the Western District of Kentucky and the office of the agency through which the debtor became indebted.
- (b) The above addresses shall also be used for service as required under [Fed.R.Bankr.P. 7004\(a\)\(4\) and \(5\)](#), and Local Rule 9014, in addition to the required service upon the Attorney General:

for tax matters serve

Attorney General of the United States

U.S. Department of Justice Tax Division

Civil Trial Section, Northern Region

PO Box 55, Ben Franklin Station

Washington, DC 20044

for all other matters serve

Attorney General of the United States

Main Justice Building

10th & Constitution Ave., NW

Washington, DC 20530

4.4 For State and Other Agencies not Listed Above

Pursuant to [11 U.S.C. §505\(b\)](#) the following agencies have designated an address for service of requests for prompt determination of tax liability.

Michigan Department of Treasury Tax Policy Division ATTN: Litigation Liaison 2 nd Floor, Austin Building 430 West Allegan Street Lansing, MI 48922	Kentucky Department of Labor 1047 Old U.S. Highway 127 South Frankfort KY 40601
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Section 5 - The “Flat Fee” in Chapter 13 Cases

5.1 The Amount of the “Flat Fee”

Effective January 1, 2012, the “flat fee” is \$3,000.00 for cases in which the amount being paid into the plan is \$10,000.00 or more. For cases in which the total amount being paid into the plan is less than \$10,000.00, the “flat fee” is \$1,625.00.

5.2 Services and Responsibilities Covered by the “Flat Fee”

Pursuant to Local Bankruptcy Rule 2012-1, the “flat fee” includes, but is not limited to, the following services and responsibilities:

1. Meeting with clients prior to the filing of the bankruptcy petition;
2. Running a credit report to ensure that all debts are listed;
3. Gathering all documents necessary to comply with the Chapter 13 Order to the Debtors;
4. Preparing the Chapter 13 petition;
5. Preparing [Official Form B22C, Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income](#);
6. Ensuring that the debtor(s) complete credit counseling;
7. Filing the petition, schedules, plan, matrix, and credit counseling certificate with the Court;
8. Filing a Motion to Extend the Automatic Stay, if necessary;
9. Filing a Motion to Strip Off Junior Lien, if necessary;
10. Escrowing pre-petition Chapter 13 plan payments for turnover to the Trustee at the Section 341 Meeting;
11. Reviewing all claims filed in the case prior to the Section 341 Meeting;
12. Attending the Section 341 Meeting - resolving objections to confirmation, representing the client, and working out any issues with the Chapter 13 Trustee so that the debtor and the trustee can present a confirmable plan to the Court;
13. Attending the Confirmation Hearing, if necessary;
14. Completing work necessary to amend the Order of Confirmation, if necessary;
15. Filing objections to claims, if necessary;
16. Performing responsibilities related to annual compliance with Local Bankruptcy Rule 6070-1(e); and
17. Taking required action regarding the debtors’ discharge, including filing the Financial Management Course Certificate and the Certification of Plan Completion and Request for Discharge.

5.3 Services and Responsibilities Not Covered by the “Flat Fee”

The Chapter 13 “flat fee” does not cover events that will not happen in each Chapter 13 case and which are, to that extent, unexpected. These events include, but are not limited to, the following:

1. Appearing at show cause hearings for failure to make plan payments;
2. Defending or proposing motions which are not filed in all Chapter 13 cases, including stay motions, motions to dismiss, motions to modify the plan under [U.S.C. §1329](#), motions to suspend plan payments, and motions to increase or decrease plan payments.

Section 6 - Local Forms Index

(In Compliance with Bankruptcy Rule 9009-1)

Forms	Titles
<u>A</u>	Appendix to Motion for Relief From Stay Chapter 13 Real Property
<u>B</u>	Certificate of Service and Notice of Amendment to Schedules
<u>C</u>	ECF - Limited Use/Claim Password Registration Form
<u>D</u>	ECF - Attorney Registration Form
<u>E</u>	Motion and Order by Secured Creditor for Abandonment of Property
<u>F</u>	Motion and Order to Suspend Payments
<u>G</u>	Motion and Order to Incur Credit Post-Confirmation
<u>H</u>	Motion and Order to Redeem Property
<u>I</u>	Motion and Order to Avoid Lien
<u>J</u>	Motion and Order to Limit Noticing Requirements
<u>K</u>	Motion and Order to Disburse Unclaimed Monies
<u>L</u>	Schedule of Allowed Claims
<u>M</u>	Motion and Order to Strip Off a Junior Lien
<u>N</u>	Motion and Order to Extend Time for Credit Counseling
<u>O</u>	Motion and Order for Exemption From Credit Counseling
<u>P</u>	Motion and Order for Exemption from Financial Management Instructional Course
<u>Q</u>	Chapter 13 Certification of Plan Completion and Request for Discharge
<u>R</u>	Chapter 13 Certification of Debtor Information Regarding Request for Hardship Discharge
<u>S</u>	Chapter 11 Certification of Plan Completion and Request for Discharge
<u>T</u>	Chapter 11 Certification of Debtor Eligibility Regarding Request for Discharge Prior to Completion of Plan Payments
U	LOCAL FORM REMOVED - FILED VIA VIRTUAL ECF EVENT CONTAINING LOCAL FORM CERTIFICATION - Chapter 11 Certification and Request for Entry of Final Decree
<u>V</u>	Chapter 12 Certification of Plan Completion and Request for Discharge

<u>W</u>	Chapter 12 Certification of Debtor Information Regarding Request for Hardship Discharge
X	LOCAL FORM REMOVED Refer to <u>National Form B-17</u> Notice of Appeal
<u>Y</u>	Order Granting Application to Proceed In Forma Pauperis - Initial Filing Fee

Section 7 - Attorney Quick Reference Guide

The Clerk's office has developed a [Quick Reference Guide](#) for attorney's which charts any pleading filed with the Court that has additional filing requirements. This chart also lists the ECF category and specific event to use when docketing the pleading and explains the specific procedures that the Court will take when that document is filed. Refer to pages 21 - 38 of this manual for the Quick Reference Guide.

Filing Requirements Quick Reference Guide

IMPORTANT NOTE: All documents filed with the Court must comply with the basic compliance guidelines. The pleadings listed on this chart reflect those with additional requirements.

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
AGREED MOTION TO ABANDON	<ul style="list-style-type: none"> * Signature/electronic signature of all parties * MUST include the signature of the Trustee * Description of property 	<p>Category: Motions/Applications Event: Agreed Motion to Abandon</p> <p>NOTE: <i>If the Agreed Motion for Relief from Stay also includes a request for Abandonment, you must use the event Agreed Motion for Relief from Stay AND Abandonment</i></p>	Pleading will be noticed for objections for a period of 14 days
AGREED MOTION TO PAY CREDITOR	<ul style="list-style-type: none"> * Pleading must not indicate that upon failure to comply, the Court will enter an Order Terminating Stay * Signature/electronic signature of all parties 	<p>Category: Motions/Applications Event: Agreed Motion to Pay</p>	Pleading will be routed to the Judge
AGREED MOTION FOR RELIEF FROM STAY	<ul style="list-style-type: none"> * Signature/electronic signature of all parties 	<p>Category: Motions/Applications Event: Agreed Motion for Relief from Stay</p> <p>NOTE: <i>If the Agreed Motion for Relief from Stay also includes a request for Abandonment, you must use the event Agreed Motion for Relief from Stay AND Abandonment</i></p>	Pleading will be routed to the Judge UNLESS the Agreed Motion also requests Abandonment. If abandonment is requested, pleading will be noticed for Objections for a period of 14 days

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
AMENDMENT TO SCHEDULES	<p><u>Amendments to Schedules D, E or F</u></p> <ul style="list-style-type: none"> * Substantial compliance with Local Form B * Certificate of Service to any affected parties * When adding a creditor or modifying a creditors name and/or address, the document must contain language stating that the 341 notice has been served on all affected creditors * If the case is an asset case, amendment must include language notifying any additional creditors of the 90 day time period in which the creditor may file a proof of claim * If filed on paper and adding more than 5 creditors, a single-column matrix with added creditors is required. * Filing fee if appropriate (refer to Fee Chart) <p><u>Amendments Debtors name or addition of an alias for the debtor</u></p> <ul style="list-style-type: none"> * Certificate of service to all creditors <p><u>Change of address for creditor</u></p> <ul style="list-style-type: none"> * Certificate of service to any affected creditors 	<p>Category: Miscellaneous</p> <p>Event: Amended Schedules</p>	

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
AMENDMENT TO SOCIAL SECURITY NUMBER	* Certificate of service to all creditors	Category: Miscellaneous Event: Amendment to Social Security Number	
AMENDED PLAN	* Certificate of service to all creditors * Must be filed pre-confirmation (unless directed otherwise by Order of the Court)	Category: Plan Event: <i>Select the appropriate Chapter</i> Amended Chapter 11 Plan Amended Chapter 11 Small Business Plan Amended Chapter 12 Plan Amended Chapter 13 Plan	
APPELLANT DESIGNATION	* The document must list the items on appeal with the number of the related document as listed on the ECF docket report along with the entered date and/or filing date of said pleading *If a transcript is listed on the designation, it should include either a document number for the transcript, or a notation that the transcript has been ordered	Category: Appeal Event: Appellant Designation	Pleading will be held for 14 days awaiting filing of Appellee designation
APPELLEE DESIGNATION	* The document must list the items on appeal with the number of the related document as listed on the ECF docket report along with the entered date and/or filing date of said pleading *If a transcript is listed on the designation, it should include either a document number for the transcript, or a notation that the transcript has been ordered	Category: Appeal Event: Appellant Designation	Designations will be transmitted to District Court at the appropriate time

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
APPLICATION FOR COMPENSATION	<p>CHAPTER 13 * Motion and resulting order</p> <p>CHAPTER 7,11,12 * Applying professional must be employed in the case * A professional may only apply every 120 days * Must include all information required per Federal Bankruptcy Rule 2016 including: <ul style="list-style-type: none"> * A detailed Statement of Services rendered (an Itemization is required only if the requesting party is an attorney, and fee is not a contingency fee) * A detailed Statement of Expenses incurred, if applicable * The amounts requested </p> <p>Chapter 11 cases also require: * A detailed Biography for attorney services, or must reference biographies filed with a previous application</p>	<p>Category: Motions/Applications - Event: Compensation-13</p> <p>Category: Motions/Applications - Event: Compensation-7, 11, 12</p>	<p>All Chapters If the amount requested is \$1,000 or less, the pleading will be routed to the Judge</p> <p>If the amount requested is more than \$1,000, the pleading will be noticed for objections for a period of 21 days</p>
APPLICATION TO EMPLOY	* If the person to be employed is an attorney, a declaration by the attorney must be submitted	Category: Motions/Applications Event: Employ	Pleading will be noticed for objections for 21 days
APPLICATION TO PROCEED IN FORMA PAUPERIS	<p>* Motion must substantially comply with Official Form B3B * Proposed order must substantially comply with Local Form Y</p>	Category: Motions/Applications Event: In Forma Pauperis	Pleading will be routed to the Judge

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
CERTIFICATE OF CHANGES TO THE MAILING MATRIX (CONVERTED CASE ONLY)	<p>*Must include a list of any additions, deletions, or address changes, or should certify that no changes are necessary.</p> <p>* Filer is to upload any additional creditors through Creditor Maintenance</p>	Category: Miscellaneous Event: Certificate of Changes to the Mailing Matrix (Converted Case ONLY)	
CERTIFICATE OF CREDIT COUNSELING	<p>* Must be issued by an approved Credit Counseling agency</p> <p>*Must include the following information:</p> <ul style="list-style-type: none"> * Certificate number * Name of the Debtor * Statement that the credit counseling/briefing has been completed 	Category: Miscellaneous Event: Certificate of Credit Counseling	
CERTIFICATION OF PLAN COMPLETION AND REQUEST FOR DISCHARGE	<p>* Substantial compliance with Local Form Q for Chapter 13 cases, Local Form S for Chapter 11 cases and Local Form V for Chapter 12 cases</p> <p>* Financial Management Course Certificate or an Order Exempting Debtor from Financial Management Training must have been filed</p>	Category: Miscellaneous Event: Certification of Plan Completion and Request for Discharge	Pleading will be noticed for objections for a period of 14 days
CHANGE OF ADDRESS	<p>* All Changes of Address, including those filed on the form provided by the Bankruptcy Noticing Center, must be filed electronically.</p>	Category: Miscellaneous Event: Change of Address	
DEBTOR'S REBUTTAL OF PRESUMPTION OF ABUSE	<p>*Must include a description of special circumstances.</p>	Category: Miscellaneous Event: Debtor's Rebuttal of Presumption of Abuse	

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
FINANCIAL MANAGEMENT COURSE CERTIFICATE	<ul style="list-style-type: none"> * Must be issued by an approved Debtor Education agency * Must include the following information: <ul style="list-style-type: none"> * Certificate number * Name of the Debtor * Statement that the financial management course has been completed 	Category: Miscellaneous Event: Financial Management Course Certificate	
MOTION FOR ABANDONMENT	<ul style="list-style-type: none"> * Substantial compliance with Local Form E * Certificate of service to the debtor's attorney * Motion and order must contain a specific list of the affected property * Filing fee if appropriate (refer to Fee Chart) <p>NOTE: <i>May not be applicable in all Chapters</i></p>	Category: Motions/Applications Event: Request for Abandonment	<u>Chapter 7 cases</u> Pleading will be noticed for objections for a period of 14 days
MOTION FOR ACCESS TO TAX DOCUMENTS	Must contain the following information: <ul style="list-style-type: none"> *description of the movant's status in the case *description of the specific tax information sought *statement indicating that the information cannot be obtained by the movant from other sources *statement showing a demonstrated need for the tax information 	Category: Motions/Applications Event: Access to Tax Documents	Pleading will be routed to the Judge
MOTION TO AMEND ORDER OF CONFIRMATION	<ul style="list-style-type: none"> * Must detail the modification 	Category: Motions/Applications Event: Amend Order of Confirmation	Pleading will be noticed for objections for a period of 21 days

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
MOTION TO AVOID LIEN	<ul style="list-style-type: none"> * Substantial compliance with Local Form I * Certificate of Service to the affected creditor * Must include the clause notifying the creditor of the 14-day objection period * Motion and order must contain a specific list of the affected property <p>If motion involves real property:</p> <ul style="list-style-type: none"> * Book and page number in which the judgment lien must be listed in both the motion AND the proposed order * A copy of the lien must be attached <p>NOTE: <i>May not be applicable in all chapters</i></p>	<p>Category: Motions/Applications</p> <p>Event: Avoid Lien - Other Than Household Goods</p> <p style="text-align: center;">OR</p> <p>Avoid Lien on Household Goods 522(f)(1)(B)(i)</p>	<p><u>Chapter 7</u> Pleading will be noticed for objections for a period of 14 days UNLESS the case was reopened for the purpose of filing a Motion to Avoid Lien. In these instances, the Motion to Avoid Lien will be set for hearing</p> <p><u>Chapter 13</u> If applicable, pleading will be set for hearing</p>

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
MOTION TO BORROW (OR INCUR CREDIT POST- CONFIRMATION)	<p>Chapter 11 and 12 cases: * Motion and resulting order</p> <p>Chapter 13 cases: * Substantial compliance with Local Form G UNLESS the motion is a request to pay off the Chapter 13 plan. Otherwise: Must include the following information: * Amount of loan * Interest rate * Term of loan and amount of installment payment * Purpose of loan (if loan is for the purchase of a home, disclose source of downpayment/closing costs and attach copy of contract to motion * State that plan payments are current * Budget information (if case is over 1 year old - a new budget may be attached or debtor may indicate that he/she relies on a previous budget, e.g., that filed at time of confirmation)</p>	<p>Category: Motions/Applications Event: Borrow</p>	<p><u>Chapter 11 and 12 cases</u> Pleading will be forwarded to the Judge</p> <p><u>Chapter 13 cases</u> If the amount borrowed is \$500 or less OR if the proceeds pay off the plan, pleading will be forwarded to the Judge</p> <p>If the amount borrowed exceeds \$500, pleading will be noticed for objections for a period of 14 days</p>
MOTION TO CONTINUE 341 MEETING	<p>* If motion is being filed by the debtor an affidavit from the debtor is required</p> <p>* Order should not include blanks for the date/time of the continued meeting or a specific date/time for continuance</p>	<p>Category: Motions/Applications Event: Continue Meeting of Creditors</p>	<p>Pleading will be routed to the Judge</p>

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
MOTION TO CONVERT	<p>* A new petition (including all required schedules and forms, and, if applicable, Official Form 22) must be filed either at the time the motion is filed, or within 14 days of the date of conversion. DO NOT USE CASE UPLOAD TO FILE A CONVERSION PETITION. The converted petition must be filed using the event “Schedules” under the Miscellaneous category.</p> <p>IMPORTANT NOTE: It is not necessary to file another Statement of Social Security Number form with a converted petition if the Statement has previously been filed in the case. If the Statement of Social Security Number is filed for a converted the document MUST NOT be included as part of the PDF petition, but must be docketed as a separate ECF event (See Statement of Social Security Number)</p> <p>*If additions or changes to the current mailing matrix are required, a Certificate of Changes to the Mailing Matrix listing only those changes or additions (a new matrix should not be filed) should be docketed at the time of filing of the petition for the new chapter. Docket using the ECF event “Certificate of Changes to the Mailing Matrix (Converted Case ONLY)” located under the Miscellaneous category</p> <p>*Filing fee if appropriate (refer to Fee Chart)</p>	<p>Category: Motions/Applications Event: <i>Select the appropriate Chapter</i> Convert Case to 11 from ANY Chapter Convert Case to 12 from ANY Chapter Convert Case to 13 from 11 Convert Case to 13 from 12 Convert Case from 13 to 7 Convert Case to 7 from 11 Convert Case to 7 from 12 Convert Case to 7 from 13</p> <p>-- OR --</p> <p>For Notices of Conversion ONLY APPLIES FOR CONVERSIONS FROM CHAPTER 13 TO CHAPTER 7</p> <p>Category: Miscellaneous Event: Notice of Voluntary Conversion to Chapter 7 from Chapter 13</p>	Pleading will be routed to the Judge

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
MOTION FOR DEFAULT JUDGMENT ENTERED BY THE CLERK	<p>Filer should include an affidavit or affirmation setting forth the following facts:</p> <ul style="list-style-type: none"> *The plaintiff's claim must be for a sum certain or a sum which can be made certain by computation; *A Clerks Entry of Default must have been entered in the case; *Statement that the defendant is not in the military service, as required by 50 U.S.C. App. 520 *Statement that the defendant is not an infant or incompetent person, as required by Fed. R. Civ. P. 55(b)(1) *Filer should include a judgment for signature that substantially complies with Procedural Form B261A 	<p>NOTE THAT THIS MUST BE DOCKETED UNDER THE ADVERSARY EVENTS MENU</p> <p>Category: Motions/Applications Event: Default Judgement - Entered by the Clerk - Fed. R. Bank. P. 7055(b)(1)</p>	<p>If all requirements are met, Clerk will enter the judgment</p>
MOTION FOR DEFAULT JUDGMENT ENTERED BY THE COURT	<p>*If the defendant is and individual, the motion should contain a statement that the defendant is not an infant or incompetent person and a statement that the defendant is not in military service</p>	<p>NOTE THAT THIS MUST BE DOCKETED UNDER THE ADVERSARY EVENTS MENU</p> <p>Category: Motions/Applications Event: Default Judgement - Entered by the Court - Fed. R. Bank. P. 7055(b)(2)</p>	<p>Pleading will be routed to the Judge</p>

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
MOTION FOR DEFAULT - REQUEST FOR CLERK'S ENTRY OF DEFAULT	<p>Filer should include an affidavit or affirmation setting forth the following facts:</p> <ul style="list-style-type: none"> *Date of issuance of the summons; *Statement of whether the court fixed a deadline for serving an answer or motion, or whether the 30 (or 35) day time limit applies; *Date of service of the complaint; *Date of filing of an affidavit of service; *Statement that no answer or motion has been received within the time limit fixed by the court or by Fed. R. Bankr. P. 7012(a); *Statement that the defendant is not in the military service, as required by 50 U.S.C. App. 521 *Statement that the defendant is not an infant or incompetent person, as required by Fed. R. Civ. P. 55(b)(1) 	<p>NOTE THAT THIS MUST BE DOCKETED UNDER THE ADVERSARY EVENTS MENU</p> <p>Category: Motions/Applications Event: Default - Request for Clerk's Entry of Default - Fed. R. Bank. P. 7055(a)</p>	<p>If all requirements are met, the Clerk will enter Procedural Form B260</p>
MOTION FOR EXEMPTION FROM CREDIT COUNSELING	<ul style="list-style-type: none"> * Substantial compliance with Local Form O * Must include reason for requesting exemption 	<p>Category: Motions/Applications Event: Exemption from Credit Counseling</p>	<p>Pleading will be noticed for objections for a period of 14 days if reason falls under the category of mental incapacity, physical or mental disability or active military service.</p>

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
MOTION FOR EXEMPTION FROM FINANCIAL MANAGEMENT COURSE	<ul style="list-style-type: none"> * Substantial compliance with Local Form P * Must include reason for requesting exemption 	Category: Motions/Applications Event: Exemption from Financial Management Course	Pleading will be noticed for objections for a period of 14 days if reason falls under the category of mental incapacity, physical or mental disability or active military service.
MOTION TO EXTEND TIME FOR CREDIT COUNSELING	<ul style="list-style-type: none"> * Substantial compliance with Local Form N 	Category: Motions/Applications Event: Extend Time for Credit Counseling	Pleading will be routed to the Judge
MOTION FOR HARDSHIP DISCHARGE	<p>If case was filed on or after 10/17/2005:</p> <ul style="list-style-type: none"> *Must be accompanied by the Certification of Debtor Information Regarding Request for Hardship Discharge Local Form R for Chapter 13 cases or Local Form W for Chapter 12 cases *The Financial Management Course Certificate must have been filed in the case OR an Order Exempting Debtor from Financial Management must have been entered OR a Motion for Exemption from Financial Management Training must be pending in the case * Debtor must be eligible for discharge 	Category: Motions/Applications Event: Hardship Discharge	Pleading will be set for hearing
MOTION TO MODIFY PLAN	<ul style="list-style-type: none"> * Must detail the modification * If pleading was directed to be filed by Court Order, the Order will also direct the debtor to file a proposed budget 	Category: Motions/Applications Event: Modify Plan	Pleading will be noticed for objections for a period of 21 days.

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
MOTION TO REDEEM	<ul style="list-style-type: none"> * Substantial compliance with Local Form H * Certificate of service to creditor * Must include a clause notifying creditor of the 14-day objection period * Description of property in motion and order 	Category: Motions/Applications Event: Redeem	Pleading will be noticed for objections for a period of 14 days
MOTION FOR REFUND OF UNCLAIMED MONEY	<ul style="list-style-type: none"> * Substantial compliance with Local Form K 	Category: Motions/Applications Event: Refund Unclaimed Monies	Pleading will be routed to the Judge after confirmation of funds
MOTION FOR RELIEF FROM STAY	<ul style="list-style-type: none"> * Certificate of Service to attorney unless pro se. If pro se, Certificate of Service to the debtor * Description of related property or purpose for relief from stay must be listed in the body or caption of the motion * Filing fee (Refer to Fee Chart) <p><u>Additional Requirements for Chapter 11 and 13 cases:</u></p> <ul style="list-style-type: none"> * Copy of proof of claim (or claim listed on claims register) * CHAPTER 13 ONLY - If related property is real property, must include Appendix to Motion for Relief from Stay - Chapter 13 Real Property (Local Form A) 	Category: Motions/Applications Event: <i>Select the appropriate Chapter</i> Relief from Stay-Chapter 7 Relief from Stay - Chapter 11,12,13	<p><u>Chapter 7</u> Pleading will be noticed for objections for a period of 14 days</p> <p><u>Chapter 11, 12, 13</u> Pleading will be set for hearing</p>

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
MOTION FOR RELIEF FROM CO-DEBTOR STAY	<p>* Certificate of Service to attorney unless pro se. If pro se, Certificate of Service to the debtor</p> <p>* Description of related property or purpose for relief from stay must be listed in the body or caption of the motion</p> <p><u>Additional Requirements for Chapter 11 and 13 cases:</u></p> <p>* Copy of proof of claim (or claim listed on claims register)</p> <p>* CHAPTER 13 ONLY - If related property is real property, must include Appendix to Motion for Relief from Stay - Chapter 13 Real Property (Local Form A)</p>	<p>Category: Motions/Applications</p> <p>Event: <i>Select the appropriate Chapter</i> Relief from Co-Debtor Stay - Chapter 7 Relief from Co-Debtor Stay - Chapter 11,12,13</p>	<p><u>Chapter 7</u> Pleading will be noticed for objections for a period of 14 days</p> <p><u>Chapter 11, 12, 13</u> Pleading will be set for hearing</p>
MOTION FOR RELIEF FROM STAY AND ABANDONMENT	<p>* Certificate of Service to attorney unless pro se. If pro se, Certificate of Service to the debtor</p> <p>* Description of related property or purpose for relief from stay must be listed in the body or caption of the motion.</p> <p>* Filing fee (Refer to Fee Chart)</p> <p><u>Additional Requirements for Chapter 11 and 13 cases:</u></p> <p>* Copy of proof of claim (or claim listed on claims register)</p> <p>* CHAPTER 13 ONLY - If related property is real property, must include Appendix to Motion for Relief from Stay - Chapter 13 Real Property (Local Form A)</p> <p>NOTE: <i>Abandonment may not be applicable in all Chapters</i></p>	<p>Category: Motions/Applications</p> <p>Event: Relief from Stay AND Abandonment</p>	<p><u>Chapter 7</u> Pleading will be noticed for objections for a period of 14 days</p>

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
MOTION TO REOPEN CASE	<ul style="list-style-type: none"> * Motion only, unless party requests (in this motion or by separate motion/order) that fee be deferred or waived, and then motion and order * Filing fee is required, unless accompanied by motion to defer/waive filing fee or the purpose of reopening is to file an adversary proceeding under 727 or 523 only or to file a motion for contempt (Refer to Fee Chart) 	Category: Motions/Applications Event: <i>Select the appropriate Chapter</i> Reopen Chapter 11 Case Reopen Chapter 12 Case Reopen Chapter 13 Case Reopen Chapter 7 Case	Pleading will be routed to the Judge
MOTION TO SEPARATE	<ul style="list-style-type: none"> * Copy of the voluntary petition (pages 1-2 only) * New matrix for the debtor who wishes to separate in PDF format * Filing Fee (Refer to Fee Chart) 	Category: Motions/Applications Event: <i>Select the appropriate Chapter</i> Separate Chapter 11 Case Separate Chapter 12 Case Separate Chapter 13 Case Separate Chapter 7 Case	Pleading will be routed to the Judge
MOTION TO STRIP OFF A JUNIOR LIEN	<ul style="list-style-type: none"> * Substantial compliance with Local Rule 3012-1 * Substantial compliance with Local Form M 	Category: Motions/Applications Event: Strip Off Junior Lien-Real Property	Chapter 13 cases - pleading will be set for hearing All other Chapters pleading will be routed to the Judge

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
MOTION TO SUSPEND PAYMENTS	<ul style="list-style-type: none"> * Substantial compliance with Local Form F Must include the following information: <ul style="list-style-type: none"> * Dates of suspensio * State if plan payments are current or specify arrearage * If plan is currently set for sixty months, must provide information as to how debtor plans to make up the suspended payments * Detailed reason for suspension 	Category: Motions/Applications Event: Suspend Plan Payments	<p>If suspension is for more than one month and does not exceed 3 months, pleading will be noticed for objections for a period of 21 days.</p> <p>If suspension is for 1 month or less or exceeds 3 months, pleading will be routed to the Judge</p>
NOTICE OF OVERRIDE OF PREFERRED CREDITOR ADDRESS	*PDF must state that creditor wishes to use a case-specific address, that creditor wishes to override the national preferred address, or similar language and must clearly list address to be used in lieu of national preferred address.	Category: Miscellaneous Event: Notice of Override of Preferred Address	
OBJECTION TO CLAIM	* Pleading stating reason for objection and resulting order	Category: Motions/Applications Event: Objection to Claim	Pleading will be noticed for objections for a period of 21 days
OBJECTION TO CONFIRMATION OF PLAN	* Pleading stating reason for objection	Category: Plan Event: Objection to Confirmation of Plan	Pleading will be addressed at the confirmation hearing
OBJECTION TO EXEMPTION	* Pleading stating reason for objection and resulting order	Category: Motions/Applications Event: Objection to Exemption	Pleading will be set for hearing

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
SCHEDULE OF ALLOWED CLAIMS	<ul style="list-style-type: none"> * Due 120 days from the original 341 meeting date * Must include the name and case number of the debtor * Information regarding the allowance of the claims, including the name, address, and amount of all creditors/claims that are being allowed (pleading may be filed on claims register form or other form with no cover sheet, given that this information is supplied) * No address information is needed for claims which have an indication of See O/C, Objection Filed, or other statement indicating that the claim is not being addressed by the Schedule of Allowed Claims 	Category: Miscellaneous Event: Schedule of Allowed Claims	
STATEMENT OF CURRENT MONTHLY INCOME AND MEANS TEST (Chapter 7)	* Substantial compliance with Official Form 22A	Category: Miscellaneous Event: Statement of Current Monthly Income and Means Test - Ch 7	
STATEMENT OF CURRENT MONTHLY AND DISPOSABLE INCOME (Chapter 13)	* Substantial compliance with Official Form 22C	Category: Miscellaneous Event: Statement of Current Monthly and Disposable Income - Ch 13	
STATEMENT OF CURRENT MONTHLY INCOME-CH 11	* Substantial compliance with Official Form 22B	Category: Miscellaneous Event: Statement of Current Monthly Income-Ch 11	
STATEMENT OF SOCIAL SECURITY NUMBER	* Substantial compliance with Official Form B21	Category: Miscellaneous Event: Statement of Social Security Number	

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
WITHDRAWAL OF CLAIM	* Pleading must be appropriately styled and formatted	Category: Claim Actions Event: Withdrawal of Claim	